



City of Los Altos
Job Description – Permit Technician
LAMEA
Non-Exempt

Definition:

Under general supervision, the Permit Technician performs a variety of plan checking and permitting in connection with the City's building regulations. The position performs a variety of duties supporting the operations at the front counter with frequent interaction with the general public

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Provide general and technical information about City Building and Municipal Code requirements.
2. Efficiently process and issue building permits and assure all necessary approvals are obtained.
3. Efficiently track and maintain plan check submittal data.
4. Perform preliminary plan checking duties at the counter, reviewing for completeness and for conformance to building and other appropriate policies and procedures as assigned.
5. Receive and respond to inquiries from the public regarding minor zoning administration, building permit and inspection processes, both at the front counter and over the telephone.
6. Respond to inquiries and confer with builders, engineers, contractors, architects and the public concerning submitted requirements, building codes, building permits, plan check status, and permit regulations at the counter and over the phone.
7. Calculate various valuations, plan check fees and permit fees; collect and process various fees as necessary.
8. Sort and file documents and records, maintaining alphabetical, index and cross-reference files; maintain complex office records related to building inspection and code enforcement.
9. Review building permit and design plans for compliance with City codes and guidelines.
10. Assist with implementation of the Urban Runoff Pollution Prevention Program.
11. Operate standard office equipment, including microcomputer equipment as assigned.
12. Maintain construction debris monitoring records.
13. Verify professional and contractor licensing.
14. Coordinate with the Building Official and inspectors to design and develop forms, handouts, and checklists.
15. Purge finalized Building Division permit files and process documents for archiving.
16. Perform other duties as assigned.

MINIMUM POSITION REQUIREMENTS:

KNOWLEDGE OF: Organization, procedures and operating details of the Building Division; building terms and codes; word processing, spreadsheet and database software; construction practices and materials; modern office methods and equipment, including filings systems.

ABILITY TO: Acquire a working knowledge of applicable building codes and regulations; compose correspondence; read, understand, interpret plans and explain rules and regulations; maintain complex records and prepare reports and answer questions from records; acquire a thorough knowledge of the policies, regulations and procedures of the Building Division; perform clerical work, including maintenance of appropriate records and preparation of general reports; prepare statistical reports from available data; verify and check files and data; follow written and oral instructions; perform simple mathematical calculations; quickly and accurately process permit fees; write clearly using proper English usage, spelling, grammar and punctuation; establish and maintain effective working relationships with City staff and the public; operate a variety of automated office equipment, including computer and related applicable software; type at a speed of 45 net words per minute.

EXPERIENCE AND EDUCATION:

- Three years of experience in a public building permit review setting is preferred. Experience in the fields of construction, office administration, plan review, urban planning, engineering, environmental studies or related fields.
- Equivalent to the completion of the 12th grade supplemented by college-level course in construction management or building inspection techniques.
- Possession of, or ability to obtain, a valid California Driver's License.

IDEAL CANDIDATE POSSESSES THE FOLLOWING CHARACTERISTICS: Is highly professional, patient, respectful, and ethical; possesses excellent problem-solving skills and a can-do attitude. Communicates effectively and proactively both verbally and in writing. Enjoys working in a small town atmosphere with an engaged public, including merchants, property owners and residents.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. Vision to read printed materials and a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

RECRUITMENT PROCESS:

The recruitment will remain open until the position is filled. Prior to hire, candidates will be required to successfully complete a pre-employment process, including a livescan background investigation. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

EQUAL OPPORTUNITY EMPLOYER

The City of Los Altos is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religious creed, color, national origin, ancestry, mental or physical disability, medical condition, marital status, sex, age or sexual orientation. Candidates with a disability, which may require

special assistance in any phase of the application or testing process, should advise City of Los Altos upon submittal of application. Documentation of the need for accommodation must accompany the request.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.